



State of Utah

## DEPARTMENT OF TRANSPORTATION

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July 17, 2007

«FirstName» «LastName»  
«Company»  
«Address1»  
«City», «State» «PostalCode»

SUBJECT: 2007 UDOT Engineering Conference

Dear «FirstName»:

Preparations are being made for the 22<sup>nd</sup> Annual UDOT Engineering Conference to be held on **November 13-15, 2007**, at the South Towne Exposition Center, 9575 South State Street, Sandy, UT. Attendance is expected to be around 1000 and will include UDOT engineers and technicians as well as our partners from local governments and the private sector.

We are excited to invite you to be a booth participant. The booth fees help fund the conference. Due to a policy change, UDOT will no longer ask for or accept sponsorships or donations. Promotional items can be given away at your booth and you can also have drawings for larger prizes, not to exceed \$50 as often as you like. The booths will open from 12:00 p.m. to 5:00 p.m. on Tuesday, from 8:00 a.m. to 5:00 p.m. on Wednesday, and 8:00 a.m. to 1:00 p.m. on Thursday. GES Exposition Services will provide a 10 X 10 foot draped booth with an 8-foot table, a garbage can, two chairs and a 7 X 44 inch sign with your company name. They will also send or e-mail you an exhibitor's packet with additional booth information for equipment you may require. Please be aware that you can only set-up or take down your booths at the specified times unless special arrangement are made in advance. The hallways **cannot be blocked** at any time during the conference and the back doors cannot be opened without a security guard present.

Upon receipt of payment, in the form of a check, money order, cash or credit card, Visa, MasterCard and American Express. In order to pay by credit card you must fill out the enclosed form and fax it to me at 801-965-4769. I cannot accept that form by e-mail. You have the opportunity to have your Company name placed on the Conference Web page with a link to your Company's home page. If you are interested, please furnish your E-mail and Internet Web Page addresses on the registration form. All exhibitors' information received on time will be listed on our web page, in the program, and on a large board in the hall outside the exhibitor area.

**PLEASE READ THIS NEXT SECTION VERY CAREFULLY.  
IT IS IMPERATIVE THAT YOU UNDERSTAND THE REGISTRATON PROCESS.**

**Completion of the attached booth registration form only registers you for a booth space. IT DOES NOT constitute conference registration. Everyone must register on line.**

Please register for the conference even if you do not plan to attend any sessions, you need to register for the conference so we can have an accurate attendance count for the caterers and so a packet and nametag can be prepared for you. Information regarding registration can be found at the conference web site [www.udot.utah.gov](http://www.udot.utah.gov) > Doing Business > Events and Conferences > Engineering Conference. You can also sign up for e-mail notification service at the same location. Updates and registration information will be sent via e-mail to those on the subscription list. For further information, contact Barry Axelrod at 801-964-4570.

**Exhibitor single booth – \$650.00** - This amount includes fees for two people to manage the booth and attend the conference, including all meals and breaks. These two people **must register** on line.

**Exhibitor double booth – \$1,300.00** - This amount includes fees for four people to manage the booths and attend the conference, including all meals and breaks. These four people **must register** on line.

**Non-UDOT Attendee - \$200.00** – Additional vendor attendees will need to register as non-UDOT attendees and pay the attendance fee. This fee includes all meals, breaks, and sessions. These people **must register** on line.

The following hotels are close to the South Towne Exposition Center. We do not have contracts or special rates with these hotels.

Hampton Inn	10690 South Holiday Park Drive	801-571-0800
Courtyard by Marriott	10701 South Holiday Park Drive	801-571-3600
Residence Inn by Marriott	270 West 10000 South	801-561-5005

We look forward to your participation this year. Please feel free to contact me if you have any questions.

Sincerely,



Kathy VanSickle  
Sponsor/Exhibitor Coordinator  
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Enclosures